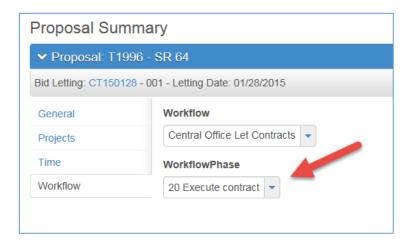
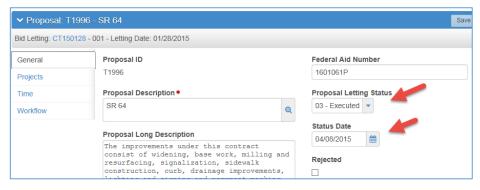
Execute a Contract Steps

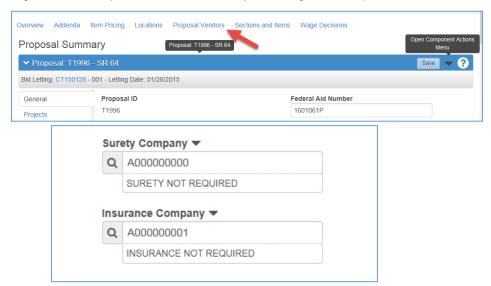
1. Place Proposal's Work Flow Phase in "20 Execute Contract"



2. Change the Proposal's Letting Status to "**03 –Executed**." **NOTE:** This should be done at the Letting's Proposal Summary screen which will populate these fields on the Proposal's General screen.

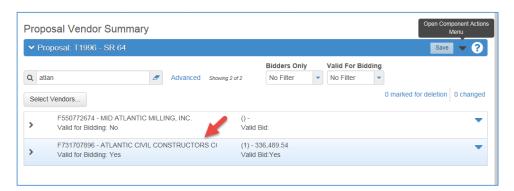


3. Navigate to the Proposal Vendor screen by following these steps.

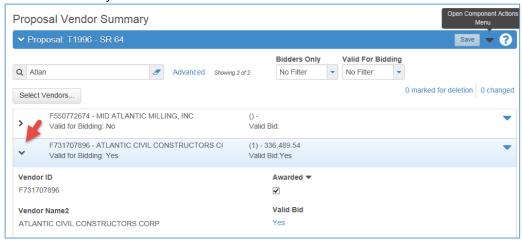


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4. Open the Awarded Vendor's Summary screen.



5. Identify the Successful Contractor's Insurance and Surety Companies in these fields on the "Vendor Summary" screen.



*Click Save and this information will pass to Site Manager and DSS with the next respective passes.

*Note: These are automatic System Actions not requiring further action by Contracts Staff. When these passes occur the Contract's "PASS to SIM/DSS" flag will be populated and the Dates in the "Pass to Construction" and the "Pass to BAMS/DSS" will be updated by the System.